



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
OFFICE OF FINANCIAL AND INSURANCE SERVICES
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
DAVID C. HOLLISTER, DIRECTOR

LINDA A. WATTERS
COMMISSIONER

Education 2003-0002

DATE: October 2, 2003

TO: Continuing Education Providers

FROM: Sonya W. Dungey
Director of Licensing

SUBJECT: Continuing Education (CE) Provider Renewal Invoice, Annual Information, etc.

RENEWAL INVOICE: Enclosed you will find your annual provider renewal invoice. Please return the **invoice** with the **payment** to the address on the invoice **by December 31, 2003**, to assure that your provider status is updated correctly and avoid termination.

CONFIRMATION FORM: Please carefully review the contact name, e-mail address, mailing address, and phone number on the enclosed Provider Confirmation Form and return by December 31, 2003. Listed are only courses and their effective dates approved on or before October 1, 2003. **NOTE: All courses expire 2 years from their effective date. Providers MUST keep at least 1 course active at all times to remain active in Michigan.** Failure to do so will result in termination of your provider status and paying the \$500 provider fee once again, should providers decided to re-enter the CE arena in Michigan.

NEW CE APPLICATION PROCEDURES: New CE application procedures are posted to www.michigan.gov/ofis, select Licensing, then Education.

COURSE SCHEDULES: All course schedules must be reported electronically on the first of each month and 30 days prior to offering. **It is the responsibility of the provider to submit only active courses; Michigan will not verify the status of a course when schedules are submitted.** Instructions for reporting course schedules can be obtained directly from Promissor or by viewing our website at the address above.

CREDIT HOURS MUST BE REPORTED WITHIN 30 DAYS OF COURSE

COMPLETION: If providers are passing the \$1.00 per credit hour on to licensees, it must be passed on at the time the course is purchased. Michigan will no longer allow providers to wait until payment is received or a form is filled out to report the \$1.00 per credit hour. Course completion has been defined as the last day of a classroom program or the date the licensee gets a passing score on the exam. **Failure to report the \$1.00 per credit hour within 30 days of course completion will result in violation of Michigan's statute and penalties will be assessed.**

If any questions, please do not hesitate to contact Marlene Bukoski at mbukos@michigan.gov or 877-999-6442 or Jim Fryer of Promissor at jim_fryer@promissor.com or 888-204-6253.